

MEMORANDUM FOR ALL MWR PERSONNEL

SUBJECT: MWR Staff Meeting Minutes

1. Meeting was opened by Glenn Perlakowski at 0900.

2. Attendees were as follows:

- Sal Impollonia, Operations Team
- Hanoria Baker, Lodging
- Chris Stone, Post Restaurant
- Al Virgilio, Gibbs Hall
- Larry Gens, NAF CPO
- Jackie Bruno, Marketing
- Janey Baca, CYS
- Chip Dayton, Golf Maintenance
- Neil Terjesen, Program Team
- Dianne Smith, Financial Management
- Cindy Wilson, recorder
- Glenn Perlakowski, Deputy Director

3. Mr. Sal Impollonia:

- a. Stated that Dorothy Gordon will be handing out list of who will be doing fixed asset inventory.

- b. Instructional/Exercise classes have resumed their normal schedule.

4. Mr. Chris Stone:

Employees are taking use or lose leave on planned schedules and is short on help and asks for extra help if there is any to spare.

5. Mr. Al Virgilio:

Buffet lunch will begin again tomorrow after not operating for two and a half weeks.

6. Mr. Larry Gens:

- a. NAF open season is 22 October through 16 November. Trying to schedule benefit fairs at various MWR locations for easy access for employees. Will send out notices about locations and dates.

b. Information was distributed about employee's collecting unemployment.

7. Ms. Jackie Bruno:

a. Handed out CD "For All Your Life," it is an interactive introduction to MWR.

b. Currently preparing sponsorship booklet to be ready by 12 October

c. Requesting pictures for the MWR calendar need submissions by 5 October.

d. CAPRA team will be meeting Tuesday's and Thursday's for half days.

e. Requesting that all facilities/activities look at their Goals and Objectives and see if they coincide and support the MWR Strategic Goals. If they do not please rewrite them with the help of your staff members to get input from all levels. These should be forwarded to Jackie by 12 October. Example and guidelines were distributed.

8. Ms. Janey Baca:

a. New fee schedule was sent to LTC Wood for approval to be implemented 1 November.

b. ICYET will come this month; people from Fort Dix are coming to help.

c. Currently conducting holiday survey with parents to see which holidays they prefer were presented at the centers.

9. Mr. Chip Dayton:

There is only one more fairway to aerate.

10. Mr. Neil Terjesen:

a. There will be a visitor here from CFSC to work with Marketing and Program Team for the next two weeks.

b. 3 October at 0900 is the first meeting for the Holiday Ball. Results of this meeting will be briefed to LTC Wood on 4 October.

c. MWR is getting the old Class Six building and will be converting it into instructional classrooms and a group exercise room. It will be called Classroom Six.

d. 3 October is the Hispanic Luncheon at Lane Hall.

11. Ms. Dianne Smith:

- a. The FY02 budget has been approved. Will send copies to everyone.
- b. Currently working on revising October budget.

12. Ms. Cindy Wilson:

Will send out information about employee of the quarter nominations today.

13. Mr. Glenn Perlakowski:

a. Weekly Activity Reports are due every Monday morning by 1000. Negative replies are requested.

b. The Mulligans contract is a go. There will be visitors next week to discuss Mulligans from CFSC and AMC.

c. All employees need to register with Army Knowledge On-Line; this was forwarded to all employees with email last week.

d. Have received suspense of 17 October from AMC to assess the operational effects by the events on 11 September. This should be submitted to Glen.

14. Meeting was adjourned at 1000.

GLENN PERLAKOWSKI
Deputy Director, Morale, Welfare
and Recreation